

Board Agenda Item  
November 10, 2004

PRESENTATION -1 / ADMINISTRATIVE -1

Approval - Resolution Honoring Park Authority Employee Jan Boothby upon Her Retirement

ISSUE:

Approval of a resolution to honor the service and accomplishments of Ms. Jan Boothby upon her retirement from the Park Authority

RECOMMENDATION:

The Park Authority Director recommends approval of the resolution for Ms. Boothby upon her departure from the Park Authority.

TIMING:

Board action is requested on November 10, 2004.

BACKGROUND:

Ms. Boothby has served as a dedicated Fairfax County Government employee for the past 26 years, working at the Park Authority since 2000. In her capacity as Grants Coordinator, Jan has worked hard to establish a successful and accountable grants management program, bringing to the agency much needed project funding amounting to over a million dollars.

Additionally, Jan has been instrumental in redesigning the Elly Doyle Park Service Award program, preserving its integrity yet creating a new, more inclusive volunteer recognition program focused on service. Jan played a significant role in the success of the Mastenbrook Matching Fund Grants program, as well as the Enterprise Fund Initiative and the Net Revenue Initiative.

All in all, Jan has been steadfast and determined, professional and highly intuitive about needs and requirements. She will be missed by her co-workers who recognize her as a "can do" type of person and a genuine team player.

FISCAL IMPACT:

None

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ENCLOSED DOCUMENTS:  
Attachment 1: Resolution

STAFF:  
Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Judith A. Pedersen, Public Information Officer

## PRESENTATION - 2

### Report of Findings of Compensation Study of Park and Recreation Leadership Positions

The Park Authority has developed a succession planning concept to provide guided development to employees who are able and willing to rise to leadership positions as they become available. This is an important initiative since most of the employees responsible for providing senior leadership to the Fairfax County Park Authority are eligible for retirement in the next few years. A leadership competency model has been developed and validated. A pilot mentoring program was implemented and nearly 200 employees have completed the highly successful Leadership for Results training program. Initiatives under development include preparation and execution of individual development plans, implementation of additional leadership training and establishment of an on-going mentoring program to guide employee development. These initiatives are scheduled for implementation during FY-05/06. All of these efforts are intended to ensure that current Park Authority employees are being prepared to provide leadership to the agency in the future.

Efforts to develop internal employees will result in a better qualified internal workforce. However, at the senior level, it is also necessary to have compensation that is competitive with the market in order to attract the best available talent on a national basis. Recent recruitment processes for the Director, Deputy Director and Division Director for Park Operations have demonstrated that the applicant pool from outside the agency was not competitive despite aggressive national advertising. Contact from potential applicants during the recruitment process revealed that the cost of living in Fairfax County was a determining factor in the decision to apply or not apply. Failure to attract high performing external candidates limits the choice to a small number of candidates who are capable of leading the Park Authority in the future. Lack of quality external applicants also limits the opportunity to introduce new ideas and best practices from other park systems.

To address this issue, the Park Authority Director made a decision to conduct a national survey to determine if the current compensation for senior positions is adequate to attract a group of external candidates who are competitive for selection.

### ENCLOSED DOCUMENTS:

Attachment 1: Compensation Study of Park and Recreation Leadership Positions

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STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Curt Dierdorff, Supervisor, Human Capital Development & Services

Nick Duray, Manager, Marketing & Research, Park Services Division

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## PRESENTATION - 3

### Park User Demographic Study

Staff will describe the demographics of park use in Fairfax County based on findings from the Park Authority's 2002 needs assessment survey and two more recent communitywide surveys. The analysis was conducted earlier this year for the Director's Leadership Team as a strategic plan initiative stemming from a strategy in the Leisure Opportunities issue area of the Fairfax County Park Authority Strategic Plan. This strategy (Leisure Opportunities, 1.2) directs staff to "seek to continually refine the Park Authority's range of recreational offerings to ensure that its customer base reflects the changing demographics of the county population."

### ENCLOSED DOCUMENTS:

None.

### STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Charlie Bittenbring, Director, Park Services Division

Nick Duray, Manager, Marketing Research and Planning, Park Services Division

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## ADMINISTRATIVE - 2

### Resolutions - Various Contributions to the Park Services Division

#### ISSUE:

Park Authority Board acceptance of cash contributions in the amount of \$143,207 and in-kind contributions in the value of \$99,613 from various donors in support of Park Services programs and operations and approval of the Resolutions of appreciation to specified donors.

#### RECOMMENDATION:

The Park Authority Director recommends acceptance of cash contributions in the amount of \$143,207 and in-kind contributions in the value of \$99,613 and approval of Resolutions expressing appreciation to various donors who contributed to the Park Services Division programs and operations.

#### TIMING:

Board action is requested on November 10, 2004.

#### BACKGROUND:

Over the past twelve months contributions have been received at a number of Fairfax County Park Authority facilities. Highlights of the contributions to be recognized with Board Resolutions are as follows:

McDonald's Corporation cash contribution of \$7,000 to support the Arts in the Parks Children's Performance Series held at four outdoor amphitheaters every Saturday morning during summer season.

CLIC (Camp for Low Income Children) began in 2004 and received total of \$8,620 in cash contributions from sponsoring organizations enabling Park Authority to providing summer camp activities to children from low-income families residing in Fairfax County regardless of their social and economical differences.

During summer of 2004, WASH FM Radio Station provided more than 100 free on-air promos with a value of \$58,000 to promote the Water Mine at Lake Fairfax Park. This advertising is vital in drawing the crowds who attended this theme pool facility thereby increasing revenue through admission fees.

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Members of the corporate community and individual donors contributed \$16,228 to support the Parks And Community Together (PACT) summer camp scholarship program. The PACT project accommodates children from Fairfax County homeless and transitional housing shelters to participate in a two-week or a summer-long camp program.

The partnership between the Fairfax County Park Authority and the Fairfax Symphony spans almost two decades. During 2004, Fairfax Symphony contributed in-kind services valued at \$22,193 in support of the Sounds of Summer Concert Series.

FISCAL IMPACT:

Cash contributions in the amount of \$143,207 have been assigned to Fund 170 (Donations) and dedicated to projects as specified by the donors.

ENCLOSED DOCUMENTS:

Attachment 1: List of Contributors

Attachment 2: Sample Resolution

STAFF:

Michael A. Kane, Director

Tim White, Deputy Director

Brian Daly, Director, Park Operations Division

Charlie Bittenbring, Director, Park Services Division

Peter Furey, Manager, Golf Enterprises & Lakefront Parks Branch, Park Services Division

John Berlin, Manager, Leisure and Wellness Programming Section, Park Services Division

Tawny Hammond, Manager, Lake Accotink Park, Golf Enterprises & Lakefront Parks Branch, Park Services Division

Carl Kirtley, Manager, Lake Fairfax Park, Golf Enterprises & Lakefront Parks Branch, Park Services Division

Richard Maple, Area Manager, Mason District Park, Park Operations Division

John Hopkins, Area Manager, Nottoway Park, Park Operations Division

Ellen Greenberg, Youth Services Coordinator, Leisure & Wellness Branch, Park Services Division

Janet Weaver, Youth Services Assistant Coordinator, Leisure & Wellness Branch, Park Services Division

Sousan Frankeberger, Special Events and Volunteer Services, Leisure & Wellness Branch, Park Services Division

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ADMINISTRATIVE - 3

Adoption of Minutes - October 27, 2004, Park Authority Board Meeting

ISSUE:

Approval of the minutes of the October 27, 2004, Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the October 27, 2004, Park Authority Board meeting.

TIMING:

Board action is requested on November 10, 2004.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the November 10, 2004, Park Authority Board meeting

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Nancy L. Brumit, Administrative Assistant



ACTION - 1

Contract Award - Athletic Field Lighting at Ellanor C. Lawrence Park (Sully District)

ISSUE:

Approval of a contract award to Lighting Maintenance, Inc., of Rockville, Maryland in the amount of \$395,000 for the installation of athletic field lighting on three (3) fields at Ellanor C. Lawrence Park.

RECOMMENDATION:

The Park Authority Director recommends approval of a contract award to Lighting Maintenance, Inc., of Rockville, Maryland in the amount of \$395,000 for the installation of athletic field lighting on three (3) fields at Ellanor C. Lawrence Park. In addition, the Director recommends reserving \$39,500 or ten (10) percent of the contract award for contract contingency, \$23,700 or six (6) percent of the contract award for administrative costs, and \$75,000 for utilities. **(This item was reviewed by the Planning and Development Committee on November 3, 2004, and approved for submission to the Park Authority Board.)**

Contract Award	\$ 395,000
Contract Contingency (10%)	\$ 39,500
Administrative Costs (6%)	\$ 23,700
Utility Costs	<u>\$ 75,000</u>
 TOTAL COST	 \$ 533,200

TIMING:

Board action is requested on November 10, 2004, to maintain the project schedule.

BACKGROUND:

The 1998 Park Bond Program and the FY 2004 Work Plan include an athletic field improvement project at Ellanor C. Lawrence Park. Ellanor C. Lawrence Park is a 648-acre multiple resource park located in the Sully Magisterial District.

The Park Authority Board approved the project scope on March 12, 2003. The approved athletic field improvement project scope, in part, included installation of athletic field lighting on two (2) 60-foot diamond fields (Nos. 1 and 3), one (1) 90-foot diamond field (No. 2), and one (1) rectangular field (No. 10). During design

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development it was determined that it would not be feasible to install lighting on field No. 1 due to conflicts with the existing Transcontinental Gas Pipeline easement. A meeting was held on July 22, 2004 with residents adjoining the park to review the project scope and discuss their concerns.

Four (4) sealed bids for installation of the athletic field lighting system at Ellanor C. Lawrence Park were received and opened on October 29, 2004, as summarized in Attachment 1. The lowest responsible bidder was Lighting Maintenance, Inc. Their bid of \$395,000 is \$55,000 or 12% below the Park Authority's pre-bid estimate of \$450,000 and \$95,523 below the next lowest bidder. The work is to be completed within 120 calendar days of Notice-to-Proceed. Lighting Maintenance, Inc. holds an active Virginia Class A Contractors License. The Department of Tax Administration has verified that Lighting Maintenance, Inc., has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

FISCAL IMPACT:

Based on the post-bid update, funding in the amount of \$533,200 is necessary to award this contract and to fund the associated contingency, administrative costs and utility costs. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$657,347 in Project 474198, Athletic Fields, in Fund 370, Park Authority Bond Construction to award this contract and to fund the associated contingency, administration costs and utility costs.

ENCLOSED DOCUMENTS:

Attachment 1: Bid Results  
Attachment 2: Scope of Work  
Attachment 3: Cost Estimate  
Attachment 4: Site Plan

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Brian Daly, Director, Park Operations Division  
Lynn S. Tadlock, Director, Planning and Development Division  
John Lehman, Manager, Project Management Branch  
Deb Garriss, Supervisor, Project Management Branch  
Erin Lawrence, Project Manager, Project Management Branch

## INFORMATION - 1

### Athletic Field Lighting Evaluation

The Fairfax County Park Authority has designed and installed a large number of athletic field lighting systems during the past five to ten years. The primary lighting equipment used on these fields was Musco Lighting Systems. Operationally, the Musco equipment has proven to be very reliable during this time period. Technical support from the equipment manufacturer is also considered to be excellent.

The Park Authority currently has technical specifications for design, equipment, and installation requirements for athletic field lighting. Although, on occasion, these technical specifications have been challenged as overly restrictive and/or limiting competition. In addition, the Park Authority would like to evaluate various lighting products that may be available to minimize spill and glare impact on surrounding communities while maintaining appropriate lighting levels on the athletic field surface.

A professional consultant, Shaffer, Wilson, Sarver, & Gray (SWSG), will be used for the evaluation of athletic field lighting equipment and development of future lighting specifications. The following specific requirements will be addressed:

- Research and identify for inclusion in a comparative analysis current state of the art athletic field lighting systems.
- Provide a comparative analysis between the current lighting equipment used by the Park Authority and other lighting manufacturers to be selected based on the review of the state of the art athletic field lighting systems identified during the preliminary research.
- Provide a comparative analysis between the more traditional sports lighting systems (Musco, Qualite, etc) and Soft Lighting Systems.
- Develop generic technical specifications for future athletic field lighting projects.

### PROJECT SCHEDULE:

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|---|---------|
| • Draft report of research and identification to the Park Authority       | 4 Weeks |
| • Final report of research and identification to the Park Authority       | 2 Weeks |
| • Preliminary draft reports of comparative analysis to the Park Authority | 5 Weeks |
| • Draft report of comparative analysis to the Park Authority              | 4 Weeks |

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| • Final report of comparative analysis to the Park Authority | 1 Week        |
| • Draft technical Specifications to the Park Authority       | 3 Weeks       |
| • Final technical specifications to the Park Authority       | <u>1 Week</u> |

Total Schedule Duration	20 Weeks
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FISCAL IMPACT:

Based on the Proposal for Professional Services, funding in the amount of \$49,692 is necessary to award this contract and to fund administrative cost. Based on completion of other athletic field projects and the remaining balances, funding is currently available in the amount of \$50,000 in Fund 370, Park Authority Bond Construction, Project 474198, Athletic Fields (1998 Bond Program).

ENCLOSED DOCUMENTS:

Attachment 1: Request for Professional Services Proposal

Attachment 2: Proposal for Professional Services

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Brian Daly, Director, Park Operations Division

Lynn S. Tadlock, Director, Planning and Development Division

John Lehman, Manager, Project Management Branch

Chris Hoppe, Supervisor, Project Management Branch

Edward Ayscue, Project Manager, Project Management Branch

INFORMATION - 2

Sale of Pohick School Site (Springfield District)

The Pohick School Site is one of the school properties included in the scope of the Interim Use Agreement between the Park Authority and the School Board, which became effective July 1, 2004. A public hearing was held on October 18, 2004, before the Board of Supervisors on the School Board's plan to sell the Pohick School Site and retain the proceeds. The land was dedicated to the School Board in 1967 as part of a rezoning action and the deed of conveyance contained restrictions to the effect that if the site was sold or developed for a purpose other than a secondary or high school, the Title II site would revert to the party that conveyed it to the School Board. The sale of the property, according to the School Board, would accelerate the construction of several schools as well as allow the initiation and completion of a number of school renovation projects six to nine months ahead of schedule. The subject of the public hearing was to determine whether the Board should approve the possible sale and retention of the proceeds. Following the public hearing, which included testimony by 21 speakers, the Board of Supervisors approved the possible sale of the property and the retention of the proceeds by the School Board.

Under the terms of the Interim Use Agreement, the School Board shall provide six months written notice to the Park Authority of the removal of a school site from the scope of the Interim Use Agreement. A written notice has been sent by FCPS, dated October 22, 2004, to remove Pohick School Site from the scope of the Interim Use Agreement. It is the School Board's desire to dispose of the Pohick School Site on or before January 31, 2005.

The Pohick School Site has not been developed by the Park Authority, and currently no recreational facilities exist on the property. While technically this request is in breach of the Interim Use Agreement (i.e., notification was made less than six months prior to removal of the property), the Park Authority cannot demonstrate that there is any damage or harm occurring due to this action. Therefore, the Park Authority will provide written concurrence of the removal of this site to the School Board.

ENCLOSED DOCUMENTS:

- Attachment 1: Location of Pohick School Site
- Attachment 2: Notification from FCPS

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STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Brian Daly, Director, Park Operations Division

Lynn S. Tadlock, Director, Planning and Development Division

Kay H. Rutledge, Manager, Land Acquisition and Management Branch

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## INFORMATION - 3

### FY 2006 Budget Submission - Issues Prioritization

At the request of the Department of Management and Budget, the Park Authority Board met in a special Budget Committee session on October 27, 2004, to discuss the prioritization of issues within the FY 2006 Park Authority General Fund (001) and the County Construction Fund (303) budget submissions.

The Budget Committee unanimously affirmed that the General Fund addendum requests, as submitted, are the top priorities of the Park Authority's submission for the General Fund. The requests, amounting to a funding increase of \$2,416,492 or 10% over baseline, primarily address funding to support personnel, operating and capital costs required to maintain and support facilities and operations that have been acquired, previously expanded, or are scheduled to open during the budget period. In addition, resources for new/expanded programs consistent with the Park Authority's Strategic Plan and Fairfax County's environmental initiatives are requested. As the primary land holder in Fairfax County and the steward of the County's cultural and environmental resources, the County's environmental initiatives cannot be enacted without additional Park Authority resources. Please see the attached list for the General Fund needs.

The Park Authority Budget Committee has given priority order to the "additional" project requests submitted for the County Construction Fund (303). Although many of the items need funding, the committee has done its best to give priority to the additional project requests. Please see the attached list for Fund 303.

The Park Authority Budget Committee asked that staff send a memo to the Department of Management and Budget communicating these needs. Further the Committee discussed initiating face to face and written communications with each Board of Supervisor representative to inform them of the critical unfunded needs of the Park Authority.

### ENCLOSED DOCUMENTS:

Attachment 1 - Memo to the Department of Management and Budget

Note: A draft memo to the Board of Supervisors regarding the FY 2006 Addendum submission will be distributed to the Park Authority Board on Monday, November 8, 2004

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STAFF:

Michael A. Kane, Director

Timothy White, Deputy Director

Miriam C. Morrison, Director, Administration Division

Seema Ajrawat, Fiscal Administrator